

1. Dispersal of Office of Personnel Components: We are already on record concerning the problem of having two BSD branches located outside of the Headquarters building. We agree with the IG comment that such dispersal "makes for inefficiency and many lost man hours in travel to Headquarters." More than that, however, is our grave concern over our inability to provide frequent on-spot supervision and inspection of these branches. The Insurance Branch particularly concerns us because it amounts to a small insurance company with a multi-million dollar business handling large sums of money daily. The management aspects in this division are already difficult. They are made even more acute because of dispersal of major units away from our principal place of employment.

2. Benefits and Services Division.

Paragraph 8: We agree that the responsibilities of the Executive Secretary and the Recorder should be clearly delineated. We recommend strongly, as we have in the past, that the Executive Secretary be charged with the responsibility for all administrative aspects of the Merit Honor Awards Program. Without such a clear identification of responsibility, our experience in the past has shown a lack of consistency in the work to be done, e. g. arranging ceremonies, and an uncertainty that all matters have been taken care of. Moreover, there is a wasted expenditure of time because of the duplication involved in arranging ceremonies, etc.

Paragraph 9: We have long felt that a greater use should be made of the Honor and Merit Awards Program in this Agency to recognize

accomplishments, whether for an individual case situation or for sustained periods of time. It is possible that the relatively small number of awards approved annually in this Agency stems from a feeling that recommendations for such awards must come from the top. We do know that there is a general unawareness among the middle management level in this Agency of its prerogative to submit recommendations for this form of recognition for employees under their supervision. More than just a briefing at Senior Staff Meeting by the Director of Personnel, we urge that a full publicity campaign be initiated in the form of publications, staff meeting briefings, as well as in any orientation program at which Agency supervisors are present.

Paragraph 10: The question of privacy referred to by the IG is not unique to the Benefits and Counseling Branch and is also a problem in other of our units. The BCB situation improved considerably with the acquisition of additional space in Room 1-J-37, but further improvement and additional privacy might tend to encourage additional use of BCB services.